STEP 1: ACCESSING ORDER MANAGEMENT

On the **Harcourt Spectrum** home page, from the **Home** menu, click **Order Management**.

STEP 2: ACCESSING ORDER PLACEMENT

From the **Home** menu, after clicking **Order Management**, the **Order Placement** page opens and the **Order Placement** module is automatically activated.

STEP 3: PLACING YOUR INITIAL ORDER

The **Place Initial Order** function allows you to select specific testing materials for your initial (bulk) order.

How to place your initial order

1. On the **Order Placement** page, click **Place Initial Order**.

   The **Place Initial Order** page opens.

2. On the **Place Initial Order** page, in the **Select by** pane, complete the required information, and then click **Search**.

   The **Place Initial Order** page re-opens displaying the **Search Results** area which lists any results found that match the information selected from the search criteria area.

3. In the **Search Results** area, from the **School** column, click the name of the school for which you want to enter initial (bulk) order information.

   The **Place Initial Order** page re-opens displaying the initial order entry fields.

4. On the **Place Initial Order** page, enter the number of test kits you want to order for each grade and subject by type of test (Examples: **Regular**, **Braille**, **Large Print**, **Spanish Language**, **Audio**).

5. After completing the information on the **Place Initial Order** page, do one of the following:

   - Click **Save** to save the initial order information.
   - Click **Save and Next** to save the initial order and go to the next grade on the list.
   - Click **Save and Exit** to save the initial order and go back to the first **Place Initial Order** page.
   - Click **Cancel** to cancel any changes made and go back to the **Place Initial Order** page.
   - From the **Change school view** list, select a different school, and then click **Change**.

How to view initial order summaries

1. On the **Order Placement** page, click **View Initial Order Summary**.

   The **View Initial Order Summary** page opens.

2. On the **View Initial Order Summary** page, in the **Select by** pane, enter the appropriate search criteria, and then click **Get Enrollment Summary**.

   The **View Initial Order Summary** page re-opens displaying the **Selected** pane (search results) which contains the summary information you requested based on your search criteria.

3. From the **View Initial Order Summary** page, do one of the following:

   - Click **Back to Dashboard** to return to the **View Initial Order Summary** page.
   - Click **Printer Friendly** to display a new browser window with the data in a printer friendly format. If you are satisfied with the look, click **Print this page**. Otherwise, close the new browser window.

STEP 4: FINALIZING YOUR INITIAL ORDER

How to finalize initial orders

1. On the **Order Placement** page, click **Finalize Initial Order**.

   The **Finalize Initial Order** page opens.

2. On the **Finalize Initial Order** page, in the **Select by** pane, select the test administration you want to finalize. The test administration results are displayed in the **Search Results** pane.

3. Do one of the following:

   - Click **Finalize** to finalize the initial order.
   - Click **Cancel** to cancel the finalization of the initial order.

STEP 5: TRACKING YOUR ORDER

How to access the Order Tracking component

1. On the **Harcourt Spectrum** home page, from the **Home** menu, click **Order Management**.

   The **Order Placement** page opens.

2. On the **Order Placement** page, from the **Order Placement** menu, click **Order Tracking**.

   The **Select a task** page opens.

How to find an order

1. On the **Select a task** page, click **Find an Order**.

   The **Find an Order** page opens.

2. On the **Find an order** page, enter the appropriate search criteria for the initial order for which you are searching, and then click **Search**.

   The **Select an order to view details** page opens.

3. On the **Select an order to view details** page, click the order number of the order you want to view.

   The **Order Details** page opens.

4. Do one of the following:

   - Click **Back to Search Filter Link** to return to the **Find an Order** page.
   - Click **Back to Dashboard** to return to the **Select a task** page.
   - Click **Back to Search Result** to return back to search results.
   - Click **Printer Friendly** to display a new browser window with the data in a printer friendly format. If you are satisfied with the look, click **Print this page**. Otherwise, close the new browser window.

STEP 6: PLACING ADDITIONAL ORDERS

The **Place Additional Orders** option of the **Order Tracking** component allows you to place additional orders for testing materials.

How to access the Place Additional Orders option

1. On the **Select a task** page, click **Place Additional Orders**.

   The **Select Order** page opens.

2. On the **Select Order** page, in the **Select by** pane, enter the appropriate information, and then click **Search**.

   The results of your search are displayed in a table below the **Select by** pane.

3. On the **Select Order** page, from the search results table, click the school for which you want to place additional orders for testing material.

   The **Enter Additional Orders** page opens displaying the specified school's existing order information for testing materials.

4. On the **Enter Additional Orders** page, enter the appropriate information for ordering additional testing materials orders.

5. Do one of the following:

   - Click **Save** to save the information you have entered. This does not place the order, but you will receive an online confirmation.
   - Click **Place** to place your additional order.